

GENERAL INSTRUCTIONS TO CANDIDATES

1. Applications are invited from eligible Indian Citizens in the prescribed format for the following Group 'C', Non-Gazetted Vacancies, with **ALL INDIA SERVICE LIABILITY**, through Direct Recruitment. The application should be sent only by **Registered Post/Speed Post to Quality Assurance Officer, Quality Assurance Establishment (Naval), DGQA Complex, Commissariat Road, Hastings, Kolkata-700022.**

SI No	Name of the Post	Details of vacancies						Pay Level (7 th CPC)	Essential Qualification
		UR	SC	ST	OBC	EWS	Total		
(a)	Stenographer Grade-II	--	--	00	01	00	01	Level -4 Rs. 25500-81100	(i) 12 th pass or equivalent from a recognized Board or University (ii) Skill Test Norms (on computer) Dictation –10 mts @ 80 wpm Transcription 50 mts (Eng) 65 mts (Hindi)
(b)	Lower Division Clerk	00	00	00	02	00	02	Level -2 Rs. 19900-63200	(i) 12 th pass or equivalent from a recognized Board or University (ii) Skill Test Norms (on computer) English typing speed 35 wpm Hindi typing speed 30 wpm (Time allowed 10 mts)
(c)	Civilian Motor Driver (Ordinary Grade) This Post is horizontally reserved for Ex-service man (ESM)	00	01	00	00	00	01	Level -2 Rs. 19900-63200	(i) Matriculation (Class 10 th Pass) or equivalent from a recognized Board (ii) Professional skill in driving, knowledge of motor mechanics, general smartness and holding of a valid permanent driving license for driving LMV and HMV/TRANS with at least four years' experience in driving.

(i) **Abbreviations used.** **SC**-Scheduled Caste, **ST**-Scheduled Tribe, **OBC**-Other Backward Class, **EWS**-Economically weaker Section, **ESM** - Ex-Servicemen, **PwDs**-Persons with Disabilities, **VH**-Visually Handicapped, **LV**-Low Vision, **LDC** -Lower Division Clerk, **CMD(OG)** - Civilian Motor Driver (Ordinary Grade), **mts** – Minutes, **wpm** – Words Per Minute, **UR** – Unreserved, **PH** – Physically Handicap.

(ii) **Reservation.** Reservation for SC/ST/OBC/ESM/EWS/PwDs categories is as per extant Government Orders.

